



TEWKESBURY SCHOOL
EXPECTING AND ACHIEVING SUCCESS

Tewkesbury School



Head of Health and Social Care **Information Pack**

Start - 1 September 2019

Welcome Letter

Dear Applicant

Thank you for expressing an interest in our Head of Health and Social Care position. Health and Social Care is a popular and successful subject at the school with strong uptake and outcomes at KS4 and KS5. Extensive links have been made over the years with health care professionals and local organisations including Tewkesbury Hospital and care homes in the area. There is only one teacher currently employed to teach the subject which now sits within our Science Faculty.

We are seeking an outstanding and committed individual who has the passion to develop and lead Health and Social Care education within a thriving and successful science faculty. We wish to appoint an ambitious and creative member of staff to teach across both Key Stages. You will build on the excellent work already in place and provide innovative ideas and inspirational leadership to further raise standards. Involvement in the broader life of the school as a tutor will be part of the role and enable the successful applicant to become familiar with the life of the school swiftly. Opportunities for personal professional development are strong.

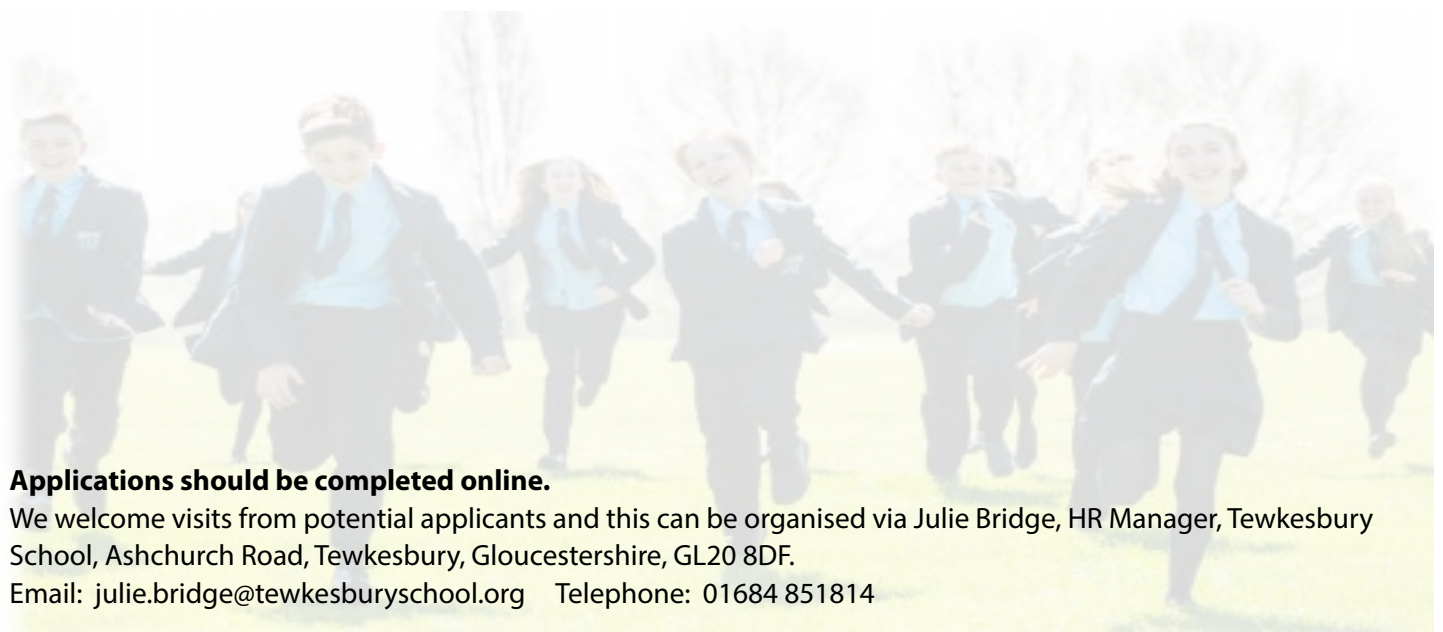
Tewkesbury School is a popular and rapidly improving comprehensive academy in Gloucestershire with around 1,350 students including around 200 in the Sixth Form. The school is well placed at Junction 9 of the M5 and within easy range of the Cotswolds, the Malvern Hills, Worcester, Cheltenham and Gloucester. Interested parties are invited to refer to our February 2016 Ofsted report which gives an accurate reflection of the school. Further details are available on the school's website which provides a clear flavour of our vision, educational philosophy and vast array of activities outside the classroom.

This is an excellent opportunity for an ambitious practitioner who wants to remain a classroom teacher whilst progressing into an important leadership role. The opportunity to engage in wider whole-school responsibilities and dedicated mentoring will ensure clear pathways for future career progression.

If you have the ability to inspire and lead colleagues with passion and a commitment to enhancing achievement, then we would be delighted to hear from you.

If you wish to discuss the position further then please do not hesitate to contact us at the school.

Gary Watson
Headteacher



Applications should be completed online.

We welcome visits from potential applicants and this can be organised via Julie Bridge, HR Manager, Tewkesbury School, Ashchurch Road, Tewkesbury, Gloucestershire, GL20 8DF.

Email: julie.bridge@tewkesburyschool.org Telephone: 01684 851814

Job Description

Head of Health & Social Care

Grade:	TLR2a (£2,714)
Responsible to:	Headteacher in all matters. Director of Science in relation to curricular matters and Head of House in relation to pastoral concerns and work as a tutor.
Purpose of Job:	To lead the teaching of Health & Social Care throughout the school.
Employment Duties	<p>These responsibilities relate directly to the additional duties beyond those included in the job description of a teacher.</p> <p>Specific priorities in each year will vary and be defined through the school's self-review and evaluation processes and feature in performance management targets.</p> <p>To meet all the associated Standards for Middle Leaders</p>

Main purpose of the job

- Take specific responsibility and accountability for the day to day management and organisation of Health & Social Care teaching, learning and academic outcomes
- Be an excellent classroom practitioner
- Line manage and appraise staff
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers

EMPLOYMENT DUTIES

The School Teachers' Pay and Conditions describes duties which may be required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

It is the contractual duty of the postholder to ensure that his or her professional duties are discharged effectively. This job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder.

Leadership and management

- Support and implement the vision and ethos of the school
- Construct, implement and evaluate the success of a Departmental Development Plan
- Account to the Headteacher for outcomes on an annual basis via a departmental self-evaluation interview
- Ensure that the work of the team is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by staff and that you bring to the attention of SLT any concerns

Tewkesbury School Information Pack

- Together with SLT, lead on the school self-evaluation process for Health & Social Care including lesson observations, monitoring of school standards and bringing about improvement
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross-curricular approaches to teaching and learning
- Be a proactive, positive and effective member of the middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management

Teaching and learning responsibility

- Have overall responsibility and accountability for Health & Social Care ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to the full age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your area
- Monitor standards including recorded work as relevant to Health & Social Care across the school including reviewing long and medium term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in Health & Social Care and disseminate information as appropriate

PARTICULAR DUTIES

In order to carry out this defined role, the person appointed would be responsible for students' outcomes in Health & Social Care based qualifications and to that end for:

- the care, discipline, support, assessment and effective learning of all pupils within the department
- developing, monitoring and evaluating standards of teaching and learning in the subject
- the preparation and implementation of appropriate syllabi and schemes of work
- the giving of advice on the financial and resource needs of the department and the day to-day management of the resources allocated
- consultation on timetable and staffing matters
- examinations policy, entry and preparation

Tewkesbury School Information Pack

- leading departmental meetings
- the representation of the subject on appropriate school committees, as required, and including governors' sub-committees
- the registration, general supervision and welfare of tutor groups which may be assigned to him or her from time to time
- participating, when required, in an agreed programme of tutorial work
- liaising with parents either directly or through the relevant pastoral team as appropriate

HEALTH & SAFETY

To ensure that the relevant Health and Safety regulations are known and adhered to, by teachers and technicians, by:

- Communicating the appropriate Health & Safety procedures to all relevant staff;
- Providing INSET on these procedures on identifying opportunities for professional development;
- Monitoring their implementation;
- Supervising the use and care of equipment and rooms assigned to the department.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In addition to these specific responsibilities, the teacher appointed must expect to undertake any other activities considered necessary to fulfil the responsibilities of this post and such duties of a similar nature as may be reasonably directed by the Headteacher.

Please note the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder. In any event the Headteacher reserves the right to review and amend the job description.

The job description does not define in detail all duties/responsibilities of the post, which will be reviewed once a year and may be subject to modification or amendment after consultation and agreement with the post holder.



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Website: www.tewkesburyschool.org

Headteacher: Mr G M Watson BSc PGDip NPQH



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